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CS138 PROCESSING

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This Self-Study provides an introduction to the CS138 functionality for experienced ADPICS users and is intended to supplement information contained in user documentation. For detailed CS138 and related screen descriptions, see the ADPICS Terminal Users Guide and/or the ADPICS Data Entry Guide. For classroom training, contact OFM/TABS Support Services Division.

An overview of CS138 processing is provided including screens and transaction examples showing CS138 and related document processing procedures. Where data fields, function keys or other functionality is standard ADPICS usage, no explanation will be provided.

OVERVIEW OF CS138 FUNCTIONALITY

The CS138 functionality in ADPICS has been designed for automated processing of the CS138 for approval to contract for personal services. Edits, table lookups, Advice of Change, and Document Cancellation capabilities are available. The

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CS138 accommodates multiple commodity codes using detail lines. Related purchasing documents also accommodate CS138 IDs at the detail level.

For more comprehensive information about the CS functionality, consider registering for AD21 CS138 Processing, a hands-on class at the following link:
<http://mainweb.state.mi.us/train.htm>

SCREENS FOR CS138

ADPICS on-line processing of CS138s is accomplished using (but not limited to) the 2117 CS138 Header Entry, 2118 CS138 Detail Entry and the 2119 CS138 Review Comments Entry screens. The screens are:

Function-ality	Screen Number	Screen Name	Screen Description
Menu	2005	Secondary CS138 Menu	On the 2000 Procurement Transactions Menu
CS138	2117	CS138 Header Entry	Entry
	2118	CS138 Detail Entry	Entry
	2119	CS138 Review Comments Entry	Entry (Department of Civil Service only)
	2113	CS138 Commodity Summary	Inquiry
	2114	CS138 By Department	Inquiry
	2999	Union/NERE Code Selection	<F2-Select> - in the Union/NERE field accesses screen 2999 to look up and select the Union/NERE code
	3999	CS138 Selection	<F2-Select> - in the CS138 ID field accesses screen 3999 to look up and select the CS138 ID or predetermined value
	5760	Union/NERE Code Entry	Inquiry - for codes looked up on screen 2999
	5770	Non-Jurisdictional Commodity Code Entry	Inquiry - Non-jurisdictional if on 5770 and effective date of document falls between start and end date on 5770
Advice of Change	8700	CS138 Change Order Inquiry	Inquiry

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Overview of 2117 CS138 Header Entry Screen

The 2117 features include: <F2> lookup capabilities on the Doc Type, Vendor ID, Primary Commodity, and Union/NERE Code fields, as well as a CS138 print function.

PCHL2117 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY 10:31 AM
LINK TO:	CS138 HEADER ENTRY	
CS138 ID :	PREAUTHORIZED: N	ACTION IND: N
DOC TYPE : CS	NOTE PAD: N	DENIED : N
		STATUS :
DEPARTMENT : 001	DEPARTMENT OF TRAINING	
CONTACT :		CREATE :
PHONE :		UPDATE :
VENDOR ID :		
PRIMARY COMMODITY :		
REQUESTED AMOUNT :	EFF DATE:	END DATE:
ADDITIONAL REQ AMT:	REVISED END DATE:	
CUMULATIVE TOTAL :	CHANGE # :	FUND : G
CS138 TITLE:		SPS/IC: I
LOCATION OF SERVICE:		
EMP AFFECTED: 0	POS ELIMINATED: 0	RE-EMPLOY:
UNION/NERE CODE:		NOTICE DATE:
REQUESTED UNDER STANDARD(S):	A: N B: N C: N	D: N E: N
ACTION UNDER STANDARD(S):	A: N B: N C: N	D: N E: N
F1-HELP	F2-SELECT	F3-DELETE
		F4-COPY
		F5-NEXT
	F9-LINK	F6-VIEW DOC
	F10-SAVE	F11-COMMENTS
		F12-PRINT

Description of CS138 Fields and Edits (shown in the order they appear on the screen):

- **CS138 ID** - CS138 documents will have system generated document numbering as follows, where 'Y' denotes the fiscal year. For FY00, document numbering will be 2000-3999 for CS138s created during data conversion and will start at 4000 for documents created after conversion. After FY00 document numbering will be established and published through Tips & Techniques.

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192SYxxxxxx	Statewide pre-authorized CS138.
xxxSYxxxxxx (‘xxx’ is the first 3 digits of the FACS agency)	A CS138 created by an agency for a contractual service, whether or not pre-authorized, or to request approval for pre-authorization of a service from DCS. If denying the request, DCS will enter ‘Y’ in the ‘Denied’ field and post, then cancel, the CS138 to prevent entering the CS138 ID on subsequent purchasing documents.

- **Pre-authorized** - The agency requests preauthorization for the service on the CS138 from the Department of Civil Service (DCS). The field defaults to ‘N’ and must be either ‘Y’ or ‘N’, and is protected for Advice of Change. Required.
- **Document Type** - The field defaults to ‘CS’. Change to ‘EC’ for an emergency CS138. Required.

Document	Doc Type	Description (Document/Document Type)
CS	CS	CS138/CS138
CS	EC	CS138/Emergency CS138

- **Notepad** - To be used for notes related to the CS138, (not part of the official document)
- **Denied** - Should only be changed by the Department of Civil Service. The field defaults to ‘N’ and must be either ‘Y’ or ‘N’, and is protected for Advice of Change. Required.
- **Status, Create, Update** - System generated
- **Primary Commodity** - Enter the primary commodity code (one with the highest dollar amount) for the CS138. Only a 900 series commodity code identified as jurisdictional is allowed. The Primary Commodity code drives the approval path for the CS138 document. Required.
- **Requested Amount** - Enter the total amount requested for the CS138 (including all commodities). This field is protected on a changed CS138. Required.
- **Effective Date** - The date the service is to begin. This date determines the document numbering. Required.

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- **End Date** - The date the service is expected to end. Must be greater than or equal to the Effective Date. Entered only when the document is new. Required.
- **Additional Req Amt** - Used to request an additional amount for a CS138, and entry is only allowed on a changed CS138. Protected if the document is new.
- **Revised End Date** - Entered only during an Advice of Change
- **Cumulative Total** - System generated and protected. Drives the approval path.
New document: Cumulative Total = Requested Amount.
Changed CS138: Cumulative Total = Prior Cumulative Total + Additional Requested Amount
- **Change #** - System generated, keeps track of the number of times the document has been changed, begins with 001 for first change, increments by one for each additional change
- **CS138 Title** - Enter up to a 40-character description of the project or service requested. Optional but recommended.
- **Union/NERE Code** - If NOTICE DATE has been left blank then UNION/NERE CODE must be blank. Enter up to five code(s) of the union(s) to be notified. This field has an <F2> Table lookup to the 2999 Union/NERE Code Selection screen. Required if the NOTICE DATE field has been entered.
- **Notice Date** - Enter the date on which the union was given notice. If UNION/NERE CODE has been left blank then NOTICE DATE must be blank. Required if the UNION/NERE CODE field has been entered.
- **Requested Under Standard(s)** - Used to indicate the applicable standards for the request. At least one of the standards, A through D (Standard E is not used at this time), requires a 'Y'. The fields default to 'N'. Required.
- **Action Under Standard(s)** - Used to indicate Department of Civil Service's action under each of the standards for the request. If the CS138 document routes to a Department of Civil Service approval path, then DCS enters this field. The fields default to 'N', changed to 'Y' on approval. Required.

CS138 Function Keys

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- **<F2-SELECT>** - A user can use Table Lookup in the Document Type, Department, Vendor ID, Primary Commodity and Union/NERE fields to select and return an appropriate entry
- **<F4-COPY>** - A user can copy an existing CS138 by accessing the 2117 CS138 Header Entry screen, typing in the CS138 ID that you want to copy, overtyping any necessary information and pressing <F4-COPY>
- **<F6-VIEW DOC>** - Transfers users to the 2113 CS138 Commodity Summary screen for a summary of detail lines
- **<F11-COMMENTS>** - Transfers users to the 2119 CS138 Review Comments Entry screen for DCS to enter comments or for other users (with proper security) to review DCS comments
- **<F12-PRINT>** - Sends the document to the user's assigned printer (with proper security)

Overview of Other Screens Associated with the CS138 Document:

2118 CS138 Detail Entry - This screen is accessed from the 2117 CS138 Header Entry screen when a new document is saved. The screen allows the user to add multiple commodities to the CS138 and free form text blocks to describe "Nature of Service" and "How Request Meets Standards" for every commodity.

2119 CS138 Review Comments Entry - This screen is accessed from the 2117 CS138 Header Entry screen when <F11-COMMENTS> is selected. It allows Civil Service to enter comments regarding the review of the CS138.

2999 Union/NERE Code Selection - This screen is accessed from the 2117 CS138 Header Entry screen by pressing <F2-SELECT> with the cursor in the Union/NERE Code field. The user can select a code from the list and press <F2-SELECT> to return the value to the CS138 Header Entry screen.

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CS138 PROCESSING EXAMPLE

The following example shows the ADPICS on-line steps using the CS138 functionality to create a CS138 document and how to use the CS138 ID on subsequent procurement documents.

- At the ADPICS 0000 Main Menu press <F2> for the Procurement Transactions Menu.

```
PCHL2000 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    2:49 PM
LINK TO:               PROCUREMENT TRANSACTIONS MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

                        USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                        (1) - REQUISITION HEADER ENTRY
                        (2) - BID PROCESSING MENU
                        (3) - PURCHASE ORDER/CONTRACT WRITING
                        (4) - DIRECT PURCHASE ORDER WRITING
                        (5) - BLANKET PURCHASE ORDER WRITING
                        (6) - PURCHASE ORDER INQUIRY MENU
                        (7) - REQUISITION INQUIRY MENU
                        (8) - SECONDARY PURCHASE ORDER MAINTENANCE MENU
                        (9) - SECONDARY CS138 MENU
                        (10) - DOCUMENT REMINDER TABLE MAINTENANCE
                        (11) - CS138 HEADER ENTRY
                        (12) - ADVICE OF CHANGE
                        (CL) - EXIT
```

- From the 2000 Procurement Transactions Menu, select <F11> CS138 Header Entry

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2117 CS138 Header Entry

PCHL2117 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY 10:31 AM
LINK TO:	CS138 HEADER ENTRY	
CS138 ID :	PREAUTHORIZED: N	ACTION IND: N
DOC TYPE : CS	NOTE PAD: N	DENIED : N
		STATUS :
DEPARTMENT : 001	DEPARTMENT OF TRAINING	
CONTACT : J DOE		CREATE :
PHONE : 517 555-1212		UPDATE :
VENDOR ID : 238xxxxxxx		
PRIMARY COMMODITY : 962-96		
REQUESTED AMOUNT : 18,000.00	EFF DATE: MM/DD/YYYY	END DATE: MM/DD/YYYY
ADDITIONAL REQ AMT:	REVISED END DATE:	
CUMULATIVE TOTAL :	CHANGE # :	FUND : G
CS138 TITLE: REPAIR WELL		SPS/IC: I
LOCATION OF SERVICE: CENTRAL PLANT		
EMP AFFECTED: 0	POS ELIMINATED: 0	RE-EMPLOY:
UNION/NERE CODE: A		NOTICE DATE: MM/DD/YYYY
REQUESTED UNDER STANDARD(S):	A: Y B: Y C: N	D: N E: N
ACTION UNDER STANDARD(S):	A: N B: N C: N	D: N E: N
F1-HELP	F2-SELECT	F3-DELETE
		F4-COPY
		F5-NEXT
		F6-VIEW DOC
	F9-LINK	F10-SAVE
		F11-COMMENTS
		F12-PRINT

- **Preauthorized** - (*Required*) Defaults to 'N'. Change to 'Y' if requesting pre-authorization.
- **Doc Type** - (*Required*) Defaults to 'CS'. Change to 'EC' if creating an Emergency CS138.
- **Department** - (*Required*) Defaults to the ADPICS department entered in the user's security. Can be changed before the document number has been generated (CS138 ID assigned).
- **Contact** - Retrieved from the 5970 Department Table. Can be changed.
- **Vendor ID** - Enter the Vendor ID or press <F2-SELECT> to select from the 1200 Vendor Name Inquiry screen, can leave blank or enter "various" or "to be bid"

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- **Primary Commodity** - *(Required)* Enter the Primary Commodity Code or press <F2-SELECT> to select from the 1100 Commodity Table Inquiry screen; must be in 900 series and jurisdictional
- **Requested Amount** - *(Required)* Defaults to blank. Enter the total Requested Amount for all commodities on the CS138.
- **Effective Date** - *(Required)* Enter the date the service is expected to begin
- **End Date** - *(Required)* Enter the date the service is expected to end
- **Fund** - *(Required)* Defaults to 'G' for General Fund. May be changed to 'F' for Federal, 'M' for Matching, or 'R' for Restricted as appropriate.
- **CS138 Title** - *(Required)* Enter up to a 40-character description of the project or service requested
- **SPS/IC** - Defaults to 'I' (independent contractor). Change to 'S' if the CS138 is for Special Personal Services.
- **Location Of Service** - *(Required)* Enter up to a 50-character description of the work location where the work will be performed
- **EMP Affected** - *(Required)* Defaults to '0'. Enter the number of employees affected.
- **POS Eliminated** - Defaults to '0'. Enter the number of positions eliminated. Required if the number of employees affected is greater than zero.
- **RE-Employ** - At least the first field is required if EMP AFFECTED is greater than zero. Enter 'R' (retired), 'L' (laid off), 'O' (other) or 'H' (hired). There are four one-character fields for entry.
- **Union/NERE Code** - Enter the code of the union to be notified or press <F2-SELECT> to select from the 2999 Union/NERE Code Selection screen

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PCHL2999	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	10:56 AM
UNION/NERE CODE SELECTION			
S	UNION/NERE CODE	DESCRIPTION	

S	A	MICHIGAN STATE EMPLOYEES ASSOCIATION	
	C	MICHIGAN CORRECTIONS ORGANIZATION	
	E	LOCAL 31-M, S.E.I.U.	
	H	MICHIGAN PROFESSIONAL EMPLOYEES SOCIETY	
	L	UNITED TECHNICAL EMPLOYEE'S ASSOCIATION	
	T	MICHIGAN STATE POLICE TROOPERS ASSOCIATION	
	U	AMERICAN FEDERATION OF STATE CNTY & MUN EMPL, C.25	
	W	UNITED AUTO WORKERS	
	Y	NO EXCLUSIVE EMPLOYEE ORGANIZATION RECOGNIZED	
	P	POLICE OFFICER ASSOCIATION OF MICHIGAN	
F2-SELECT			
F8-NEXT PG			

- From the 2999 Union/NERE Code Selection table lookup, select the correct Union/NERE code, and press <F2-SELECT> to return your selection to the header
 - **Notice Date** - Enter the date the Union/NERE was notified. Required if Union/NERE code is entered.
 - **Requested Under Standard (S)** - (*Required*) All fields default to 'N', but one or more standards must be changed to 'Y' to show the standard(s) the request is being made under. (Standard E is not used at this time).
- Press <F10-SAVE> to save when all required data has been entered

2118 CS138 Detail Entry

The system transfers to the 2118 CS138 Detail Entry screen. The system generates the CS138 ID and pulls the Requested Standard(s), Commodity Code, Commodity Name and CS138 Title from the 2117 CS138 Header Entry screen.

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```
PCHL2118 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  10:37 AM
LINK TO:                CS138 DETAIL ENTRY

CS138 ID : 001SY004111      LINE NO: 001      REQUESTED STANDARD: Y Y N N N
COMMODITY CODE: 962-96      WELL SERVICES (INCLUDING OIL, GAS AND WATE
CS138 TITLE: REPAIR WELL
-----
NATURE OF SERVICE: (ISRT, DLET, DUP)
BLOCK > REPAIR OF WELL #3 AT THE CENTRAL PLANT. TO REPAIR, PERFORM PRE-SERVICE
        OF> TESTING, INSPECT AND REFURBISH PUMP UNIT.
        >
FUNCT >
        >
-----
HOW REQUEST MEETS STANDARDS: (ISRT, DLET,DUP)
BLOCK > THIS IS A TEMPORARY SERVICE THAT WILL BE NEEDED FOR A ONE TIME REPAIR.
        OF> THESE REPAIRS ARE EXPECTED TO LAST FOR 120 DAYS AFTER WHICH THE NEED
        > FOR THIS SERVICE WILL CEASE.  THE SERVICE ALSO REQUIRES EXPERTISE THAT
FUNCT > IS NOT AVAILABLE THROUGH THE CLASSIFIED SERVICE.
        >

F1-HELP    F2-SELECT    F3-DELETE    F4-BLK FUNCTION    F5-NEXT
F7-PR BLK  F8-NX BLK    F9-LINK     F10-SAVE          F11-COMMENT
```

- **Commodity Code - (Required)** The Primary Commodity from the header defaults and is recommended for use on the first detail line but can be overtyped
 - **Nature Of Service block - (Procedurally Required)** Enter text describing the nature of service
 - **How Request Meets Standards block - (Procedurally Required)** Enter text describing how the request meets standards
- Press <F10-SAVE> to save your data
 - The system will transfer to Line No. 002
 - Repeat the above steps for each Commodity Code for this CS138; the Commodity Code may be typed or press <F2-SELECT> to select from the 1100 Commodity Table Inquiry screen. Enter an 'S' in the selection column and press <F6-RETURN> to return the commodity to the 2118 screen.

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```
PCHL1100          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    10:39 AM
LINK TO:          COMMODITY TABLE INQUIRY

S COMMODITY NAME          COMMODITY ID          INV  BPO
                        ITEM  ITEM
WELDMENT, STOP, NO. 15349    065-75-46-9256      N    N
WELL CONSTRUCTION          909-86              N    N
WELL COVER, 7MM - NIEHOFF NO. 41-05-50 - 50/BOX    060-24-56-7908      N    N
WELL DRILLERS:TEMPORARY;EMPLOYMENT AGENCY          962-15-96            N    N
WELL POINTING SERVICES (DEWATERING)                968-93              N    N
WELL POINTING SYSTEMS, ACCESSORIES AND PARTS        890-89              N    N
WELL PUMPS, ALL KINDS          720-90              N    N
WELL SERVICES                910-80              N    N
WELL SERVICES (INCLUDING OIL, GAS, AND WATER): DRI  962-96              N    Y
WELLSTON AREA TOURIST ASSOC    TRL-80-14-0104      N    N
WELTING, SHOE                520-88              N    N
WESCO DIGGER PARTS - WESCO OR EQUAL                022-73-90            N    N
WEST BRANCH C OF C            TRL-80-04-0004      N    N
WEST BRANCH C OF C            TRL-80-14-0078      N    N
WEST BRANCH C OF C            TRL-80-19-0005      N    N
WEST BRANCH C OF C            TRL-80-19-0023      N    N

F1-HELP      F2-SELECT      F4-VIEW DETL  F6-RETURN
              F8-NEXT PG    F9-LINK      F11-VIEW BPO F12-VIEW UTIL
G113 - RECORD DOES NOT EXIST, NEXT RECORD RETRIEVED
```

- When a detail line for each Commodity Code has been entered and saved, press <CLEAR> to return to the 2117 CS138 Header Entry screen

```
PCHL2117 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY 10:41 AM
LINK TO:          CS138 HEADER ENTRY

CS138 ID   : 001SY004111          PREAUTHORIZED: N          ACTION IND: A
DOC TYPE   : CS                   NOTE PAD:   N          DENIED   : N
                                      STATUS    :

DEPARTMENT : 001          DEPARTMENT OF TRAINING
CONTACT    : J DOE
PHONE      : 517 555-1212          CREATE   : MM/DD/YYYY
VENDOR ID  : 238xxxxxxx          UPDATE   :

PRIMARY COMMODITY : 962-96
REQUESTED AMOUNT  : 18,000.00      EFF DATE: MM/DD/YYYY END DATE: MM/DD/YYYY
ADDITIONAL REQ AMT:                REVISED END DATE:
CUMULATIVE TOTAL : 18,000.00      CHANGE # :          FUND   : G
CS138 TITLE: REPAIR WELL          SPS/IC: I

LOCATION OF SERVICE: CENTRAL PLANT
EMP AFFECTED: 0          POS ELIMINATED: 0          RE-EMPLOY:
UNION/NERE CODE: A          NOTICE DATE: MM/DD/YYYY

REQUESTED UNDER STANDARD(S):  A: Y   B: Y   C: N   D: N   E: N
ACTION UNDER STANDARD(S):    A: N   B: N   C: N   D: N   E: N

F1-HELP      F2-SELECT      F3-DELETE      F4-COPY      F5-NEXT      F6-VIEW DOC
              F9-LINK      F10-SAVE      F11-COMMENTS F12-PRINT
```

- Enter a 'P' for Post in the Action Indicator field, and press <F10-SAVE> to post the CS138
- The Action Indicator field will change to 'A' and the Status will change to 'APPR' if the document requires approval, indicating that the CS138 has entered an approval path instead of posting

- Press <F11-COMMENTS> from the 2117 CS138 Header Entry screen to access the 2119 CS138 Review Comments Entry screen

- **Block Function** - Department of Civil Service reviewers enter their review comments regarding the CS138

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2113 CS138 Commodity Summary

To view a summary of the CS138 document, press <F6-VIEW DOC> from the 2117 CS138 Header Entry screen.

PCHL2113 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	11:07 AM
LINK TO:	CS138 COMMODITY SUMMARY	PAGE	01 OF 01
CS138 ID : 001SY004111		CUMULATIVE TOTAL:	18,000.00
PRIMARY COMMODITY : 962-96		WELL SERVICES (INCLUDING OIL, GAS,	
S LINE	COMMODITY ID	COMMODITY NAME	
001	962-96	WELL SERVICES (INCLUDING OIL, GAS, AND WATER): DR1	
002	918-29	COMPUTER - SOFTWARE CONSULTANT	
F1-HELP F2-SELECT F5-NEXT			
F7-PRIOR PG F8-NEXT PG F9-LINK			

- This screen lists the commodity codes for all of the detail lines associated with the CS138 ID
- Allows users to view and select the line with the desired Commodity ID and transfer to the detail information for that line on the 2118 CS138 Detail Entry screen. Select by entering an 'S' in the Selection Indicator field and pressing <F2-SELECT>.
- User may also clear back to return to the 2117 CS138 Header Entry screen

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Creating a Requisition Referencing a CS138

Once a CS138 document has been created, it can be referenced on other procurement or payment detail entry screens, as shown in the following Requisition example.

Note: The CS138 ID field is located on the detail entry screens for Requisitions and other procurement and payment documents.

PCHL2100 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY 10:27 AM
LINK TO:	REQUISITION HEADER ENTRY	
REQ ID : 001RY123499	DOC TYPE: RQ	DUE DATE: MM/DD/YYYY INTF TYPE: RQ
ACTION IND: N	REQ/JT : R	EFF DATE: MM/DD/YYYY WHSE :
DEPARTMENT: 001	TRAINING DEPARTMENT 001	CHANGE NO:
CONTACT : J DOE		STATUS: NOPT
TELEPHONE : 517 555-1212 EXT.	NOTE PAD: N (Y/N)	CREATE: MM/DD/YY
ADDRESS	ROMNEY BUILDING	UPDATE: MM/DD/YY
	111 S. CAPITOL AVENUE	POST :
	CITY : LANSING	ST: MI ZIP: 48933 CTRY: USA
SERVICE DATE : MM/DD/YYYY		
REQ TITLE : WELL REPAIR		
RECOMMENDED VENDOR : 238XXXXXXX	PLUMBING SERVICES, INC.	
BLANKET PO ID/SCHED: /	UNION NOTIFICATION FLAG : N (Y/N)	
DEPT/BUYER ID : /	SPLIT CAPABILITY : Y (Y/N)	
DISTRIBUTION METHOD: S ("S" SINGLE; "M" MULTIPLE; "P" PERCENTAGE)		
SX AGY AY INDEX PCA	COBJ AOBJ GRANT PH PROJ PH AG1 AG2 AG3	PERCENT
01 001 YY 16050	1530	
F1-HELP	F2-SELECT	F3-DELETE
F4-COPY	F5-NEXT	F6-VIEW DOC
F7-ADDRESS	F8-SEL TERMS	F9-LINK
F10-SAVE	F11-VW ACCT	F12-PRINT

- Once the 2100 Requisition Header Entry screen has been entered, press <F10-SAVE>
- The system transfers to the 2109 Requisition Accounting Detail screen or the 2110 Requisition Detail Entry screen for entry of the first detail line

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```
PCHL2110 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  10:18 AM
LINK TO:                REQUISITION DETAIL ENTRY

REQUISITION ID: 001RY567899    LINE NO: 001 BPO LN:      BUYER:      /
COMMODITY      : 962-96        WELL SERVICES (INCLUDING OIL, GAS, AND WATER)
QUANTITY       :              1.00    STATE TAX :          LOCAL TAX :
PURCHASE U/M   : EA    UNIT COST:      18,000.00 EST TOTAL COST:      18,000.00
CS138 ID       : 192SY004111
BLOCK FUNCTION: (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                BLOCK 001 OF 001
TO REPAIR WELL #3 AT THE CENTRAL PLANT.            <
REPAIR, PERFORM PRE-SERVICE TESTING, INSPECT AND REFURBISH PUMP UNIT. <
                                                         <
                                                         <
                                                         <
                                                         <
                                                         <
                                                         <
                                                         <
                                                         <
SPEC IDS:
F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK     F9-LINK      F10-SAVE     F11-VW ACCT
```

- If the CS138ID is not known, place the cursor in the CS138 ID field and press <F2-SELECT>
- You may then select a predetermined value or statewide CS138 from the 3999 CS138 Selection screen. CS138s created by an agency will not be listed.
- If a commodity code is in the COMMODITY field, the list on the CS138 Selection screen will start with that code and list in ascending order the commodities on all statewide pre-authorized CS138s. Statewide CS138 IDs all begin with '192'.

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PCHL3999	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	11:03 AM
	CS-138 SELECTION		
S	COMMODITY CODE	DESCRIPTION	CS138 ID PREAUTH
s	962-96	WELL SERVICES (INCLUDING OIL, GAS, AND	192SY004111 Y
	964-05	AIR CONDITIONING/HEATING SERVICE PERSO	192SY006711 Y
	968-57	MATERIALS TESTING	192SY003625 Y
	985-26	COPY MACHINES:RENTAL	192SY002235 Y
	985-77	TELEPHONE SYSTEMS/PORTABLE PHONES/PAGE	192SY004740 Y
	990-05	ALARM SERVICES	192SY004445 Y
F2-SELECT			
F8-NEXT PG			

- If the COMMODITY field is blank, the list will start with the predetermined values (MULTIAGENCY, MIXED, NOCS138, NONJURIS, NOTREQUIRED, NJVENDOR, AND PRECONVERSN) and include all commodities on statewide pre-authorized CS138s (those starting with 192). CS138s created by an agency will not be displayed on this screen. See the Glossary for the definitions of these values.

MAIN FACS

SELF STUDY

Training Material

PCHL3999	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY 1:24 PM		
	CS138 SELECTION			
S	COMMODITY CODE	DESCRIPTION	CS138 ID	PREAUTH
			MULTIAGENCY	
			MIXED	
			NOCS138	
			NONJURIS	
			NOTREQUIRED	
			NJVENDOR	
			PRECONVERSN	
	915-84	VIDEO RECORDING	192SY004003	N
	915-84	VIDEO RECORDING	192SY004004	N
	918-67	HUMAN SERVICES CONSULTING #	192SY004001	N
	918-67	HUMAN SERVICES CONSULTING #	192SY004005	N
	918-67	HUMAN SERVICES CONSULTING #	192SY003007	N
	920-20	COMPUTER OUTPUT TO MICROFILM (COM) PRO	192SY002002	Y
	920-20	COMPUTER OUTPUT TO MICROFILM (COM) PRO	192SY004006	N
	945-49	HUNTING AND TRAPPING SERVICES	192SY004001	N
	945-49	HUNTING AND TRAPPING SERVICES	192SY004002	Y
S	962-96	WELL SERVICES (INCLUDING OIL, GAS, AND	192SY004099	Y
		F2-SELECT		
		F8-NEXT PG		
		G014 - RECORD FOUND		

- Once the detail lines are complete and saved, and the Requisition has been posted, the Requisition can be taken to a Purchase Order and a Voucher. The CS138 ID will be carried to the detail lines of each of these documents.
- Different CS138 IDs can be used on different commodity detail lines of the same procurement document

MAIN FACS

SELF STUDY

Training Material

Creating a Direct Voucher Referencing a CS138

In some cases DMB Acquisition Services (AS) has authorized agencies to pay the vendor with a Direct Voucher instead of issuing release documents against specific statewide BPOs. If the agency is using one of those BPOs and is now paying the vendor with a Direct Voucher, the BPO ID is entered in the BPO ID field of the 1800 Direct Voucher Header Entry screen. This will work for all commodities.

- Enter 'BP' in the Document Type field on the 1800 Direct Voucher Header Entry screen
- Enter the BPO ID in the BPO ID field on the Direct Voucher Header

PCHL1800 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	9:05 AM
LINK TO:	DIRECT VOUCHER HEADER ENTRY		
DIR VOUCHER ID: 001WY121299	DOC TYPE: BP	EFF DATE : MM/DD/YYYY	
ACTION IND : N	DUE DATE:	INTF TYPE: DV	
PDT : MA DMI : R	BANK ID : 000	PYMNT NO :	
VEN INVOICE NO: 45678	DSC TRMS: NET	DOC RF NO:	
DEPARTMENT : 001	DEPARTMENT OF TRAINING	NOTE : N	
CONTACT : J DOE		STATUS: NOPT	
TELEPHONE : 517 555-1212 EXT		CREATE: MM/DD/YY	
VOUCHER AMOUNT: 18,000.00	BPO ID : 071BY343499	UPDATE: MM/DD/YY	
VENDOR ID : 238XXXXXXX	PLUMBING SERVICES, INC.	POST :	
ADDRESS 001 :		MUPC :	
1613 N LARCH	1099: SERVICE DATE: MM/DD/YYYY		
CITY : LANSING	ST: MI ZIP: 48933	CTRY: USA	
VOUCHER DESC : WELL REPAIR-CENTRAL PLNT	CLIENT/PATIENT NO :		
DISTRIB METHOD: S	REJECT CODE:	FCO :	DATE OF SERVICE :
SX AGY AY INDEX PCA	COBJ AOBJ GRANT	PH PROJ	PH AG1 AG2 AG3 PERCENT
01 001 YY 16050	1530		
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
	F8-SEL TERMS	F9-LINK	F10-SAVE
			F6-VIEW DOC
			F11-VW ACCT

- The CS138 ID or predetermined value will be carried to the 1809 Direct Voucher Accounting Detail screen or 1810 Direct Voucher Detail Entry screen

Note: Selection of Screens 1809 or 1810 is based upon what Distribution Method is being used. 1809 = (M) Multiple, and 1810 = (S) Single or (P) Percentage.

MAIN FACS

SELF STUDY

Training Material

- When <F10-SAVE> is pressed, the 1809 Direct Voucher Accounting Detail screen or the 1810 Direct Voucher Detail Entry screen appears and BPO information, including CS138 ID if applicable, is retrieved

PCHL1810 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	9:08 AM
LINK TO:	DIRECT VOUCHER DETAIL ENTRY		
DIR VOUCHER ID: 001WY121299			
COMMODITY	: 962-96	WELL SERVICES (INCLUDING OIL, GAS, AND WATER)	
QUANTITY	: 1.00	STATE TAX :	LOCAL TAX :
PURCHASE U/M	: EA	UNIT COST: 1800.0000	TOTAL COST: 18,000.00
BLOCK FUNCTION: (SPEC ID TO COPY, ISRT, DLET, DUP)			
SPECIFICATION INFO		BLOCK 000 OF	000
REPAIR OF WELL #3 AT THE CENTRAL PLANT.		<	
TO REPAIR, PERFORM PRE-SERVICE TESTING, INSPECT & REFURBISH PUMP UNIT.		<	
		<	
		<	
		<	
		<	
		<	
		<	
SPEC IDS:			
F1-HELP	F2-SELECT	F3-DELETE	F4-BLK FUNC
F7-PR BLK	F8-NX BLK	F9-LINK	F10-SAVE
			F5-NEXT
			F6-VW DOC
			F11-VW ACCT

- When entry is complete press <F10-SAVE> to save the detail for this commodity

COMMODITY ID CHANGE TO/FROM NON-JURISDICTIONAL AND EFFECT ON EXISTING DOCUMENTS

If a commodity code is **changed from jurisdictional to non-jurisdictional** on a specific date and the **CS138 and requisition were posted prior** to that date.

- When posting a new PO, an error message will be received because the PO now needs the predetermined value 'NONJURIS' in the CS138 ID field instead of a CS138 ID number
- If one or more lines of a PO are already partially vouchered when the commodity code changes to non-jurisdictional, the CS138 field will be incorrect. A user may create an AOC and overtype the CS138 ID field of the existing detail line with the predetermined value of 'NONJURIS'. The user can continue to voucher with or without the AOC.

MAIN FACS

SELF STUDY

Training Material

If the **PO is posted before** the date the commodity code **becomes non-jurisdictional**.

- The voucher can be posted after the date the commodity code becomes non-jurisdictional because there are no CS138 edits on vouchers
- The user may choose to do an AOC on the PO so that the value of 'NONJURIS' is pulled into the voucher before posting
- Even though a **requisition has already been posted** with a predetermined value of '**NONJURIS**' **prior** to the date the commodity code was deleted from the non-jurisdictional table
- A new PO will receive an error message and cannot be posted until a posted CS138 ID number/predetermined value is entered in the CS138 ID field
- If one or more lines of a PO are already partially vouchered when the commodity code changes to jurisdictional, the CS138 field will be incorrect. A user may create an AOC and overtype the existing detail line with the appropriate CS138 ID/predetermined value. The user can continue to voucher with or without an AOC.

If the **PO is posted before** the date the commodity code **becomes jurisdictional**.

- The voucher can be posted after the date the commodity code becomes jurisdictional because there are no CS138 edits on vouchers
- The user may choose to do an AOC on the PO so that a valid CS138 ID number is pulled into the voucher before posting

MAIN FACS

SELF STUDY

Training Material

INQUIRY – SECONDARY CS138 MENU

Four inquiry screens are part of CS138 functionality. These may be linked to or accessed from the 2000 Procurement Transactions Menu by pressing <F9> for the 2005 Secondary CS138 Menu.

```
PCHL2005 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   2:53
LINK TO:                SECONDARY CS138 MENU

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

(1)  - CS138 REVIEW COMMENTS ENTRY
(2)  - CS138 BY DEPARTMENT
(3)  - NON-JURISDICTIONAL COMMODITY CODE ENTRY
(4)  - UNION/NERE CODE ENTRY

(CL) - EXIT
```

- <F1> transfers to the 2119 CS138 Review Comments Entry screen
- <F2> transfers to the 2114 CS138 By Department screen
- <F3> transfers to the 5770 Non-Jurisdictional Commodity Code Entry screen
- <F4> transfers to the 5760 Union/NERE Code Entry screen

MAIN FACS

SELF STUDY

Training Material

2114 CS138 by Department

To view a summary of CS138s by Department, press <F2> CS138 by Department from the 2005 Secondary CS138 Menu. This screen allows the user to review CS138 information, select a CS138 ID and go to the 2117 CS138 Header Entry screen.

PCHL2114 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	11:05 AM
LINK TO:	CS138 BY DEPARTMENT		
DEPARTMENT : 001	DEPARTMENT OF TRAINING		
FROM DATE : MM/DD/YYYY	TO DATE: MM/DD/YYYY		
S CS138 ID	EFF DATE	ORG END DT	STATUS PRIM COMMODITY CUMULATIVE TOT
VENDOR NAME			
001SY004001	MM/DD/YY	MM/DD/YY	POST 920-19 10,000.00
001SY004002	MM/DD/YY	MM/DD/YY	POST 920-19 10,000.00
001SY004003	MM/DD/YY	MM/DD/YY	POST 952-38-10 5,001.00
001SY003499	MM/DD/YY	MM/DD/YY	POST 962-96 18,000.00
001SY004005	MM/DD/YY	MM/DD/YY	POST 977-37 10,000.00
001SY004006	MM/DD/YY	MM/DD/YY	POST 977-37 10,000.00
F1-HELP	F2-SELECT		F5-NEXT
F7-PRIOR PG	F8-NEXT PG	F9-LINK	

- Enter the ADPICS department and date range you want to inquire on and press <ENTER>
- Type an 'S' in the Selection Indicator Field and press <F2-SELECT> to transfer to the 2117 CS138 Header Entry screen
- Press <CLEAR> to return to the previous screen

MAIN FACS

SELF STUDY

Training Material

5770 Non-Jurisdictional Commodity Code Entry Screen

To view valid Non-Jurisdictional Commodity ID information, use 'Link To' or press <F3> Non-Jurisdictional Commodity Code Entry from the 2005 Secondary CS138 Menu. This screen allows users to inquire on commodity codes for designation as non-jurisdictional, and the applicable date ranges for that designation.

The commodity on a document will be considered non-jurisdictional if it is entered on this table and the Effective Date of the document falls in the range defined by the Start Date and End Date. The exception to this is the Blanket Purchase Order (BPO). On the BPO a commodity is considered non-jurisdictional if either the Effective Date or Expiration Date falls within the date range defined on the Non-Jurisdictional Commodity Code record. The End Date may be blank, indicating that a termination of the non-jurisdictional designation has not been determined.

PCHL5770 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	10:51 AM
LINK TO:	NON-JURISDICTIONAL COMMODITY CODE ENTRY		
NON-JURISDICTIONAL COMMODITY ID : 910			
DESCRIPTION : BUILDING MAINTENANCE AND REPAIR SERVICES			
START DATE : MM/DD/YYYY			
END DATE :			
F1-HELP	F2-SELECT	F3-DELETE	F5-NEXT
		F9-LINK	F10-SAVE

- To view a commodity code enter the Commodity ID and press <ENTER>, or <F5-NEXT> to see the next code
- If the commodity code is non-jurisdictional and exists in the Non-Jurisdictional Commodity Code Table, the system will retrieve the commodity Description, Start Date, and End Date

MAIN FACS

SELF STUDY

Training Material

5760 Union/NERE Code Entry Screen

To view the valid Union/NERE Codes, link to the screen or press <F4> Union/NERE Code Entry from the 2005 Secondary CS138 Menu screen.

PCHL5760 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	10:54 AM
LINK TO:	UNION/NERE CODE ENTRY		
UNION/NERE CODE: A			
DESCRIPTION : MICHIGAN STATE EMPLOYEES ASSOCIATION			
F1-HELP	F3-DELETE	F5-NEXT	
	F9-LINK	F10-SAVE	

- To view a Union/NERE code, enter the code and press <ENTER>, or press <F5-NEXT> to see the next code
- The system will retrieve the Union/NERE Code and Description, if the code exists on the Union/NERE Code Table

MAIN FACS

SELF STUDY

Training Material

CS138 CHANGE ORDER PROCESSING

8000 Change Order Menu

The menu has selections including, <F1> Advice of Change for the 8010 screen, <F2> Document Cancellation for the 8500 screen, and <F6> CS138 Change Order Inquiry for the 8700 screen.

```
PCHL8000 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY 4:17 PM
LINK TO:              CHANGE ORDER MENU

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USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

(1)  -  ADVICE OF CHANGE
(2)  -  DOCUMENT CANCELLATION
(3)  -  BLANKET PURCHASE ORDER PRICE CHANGE REQUEST

(6)  -  CS138 CHANGE ORDER INQUIRY
(7)  -  REQUISITION CHANGE ORDER INQUIRY
(8)  -  PURCHASE ORDER CHANGE ORDER INQUIRY

(CL) -  EXIT
```

MAIN FACS

SELF STUDY

Training Material

8010 Advice of Change

This screen is accessed from the 8000 Change Order menu when <F1> is selected. A change order can be processed for a posted CS138 document using the 8010 Advice of Change screen.

```
PCHL8010 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY 4:18 PM
LINK TO:                ADVICE OF CHANGE

DOCUMENT ID   : 001SY004111    ACTION IND       : N    EFF DATE: MM/DD/YY
CHANGE NO     : 001            INTERFACE TYPE: XX    NOTE PAD: N
DOCUMENT IND  : CS    (RQ/PO/BP/CS)    STATUS   : NOPT
CHANGE ORDER ID: 001CY000005
DOCUMENT TYPE : AC ADVICE OF CHANGE

      CHANGE DESCRIPTION
BLOCK > WE NEED TO HAVE THE CLEANING SERVICES TWO TIMES PER WEEK INSTEAD
001  > OF ONE, REQUIRING AN ADDIONAL $2000 FOR THE CONTRACT PERIOD.
OF    >
001  >
      >
FUNCT >
      >
      >
      >
      >

F1-HELP    F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT
F7-PR BLK  F8-NX BLK    F9-LINK     F10-SAVE     F12-PRINT
```

- **Document IND** - Defaults upon saving. 'CS' is the Document Indicator option to allow the user to create an Advice of Change for a posted CS138.
- **Document Type** - 'AC' for an Advice of Change
- Enter the Document ID, Document Type and Change Description and press <F10-SAVE> to save the Advice of Change. Post the Advice of Change. The posting of the Advice of Change changes the Action Indicator of the CS138 back to 'N' for 'Not Posted' and the Status to 'CINP' for Change In Process.

MAIN FACS

SELF STUDY

Training Material

Advice of Change Procedures for CS138

CS138 Advice of Change - The following table lists fields that can and cannot be changed on a CS138 during an Advice of Change:

CS138 Fields That <u>Can</u> Be Changed with Advice of Change	CS138 Fields That <u>Cannot</u> Be Changed with Advice of Change
ACTION IND	(SG) CHANGE #
ACTION UNDER STANDARD(S)	(SG) CREATE
ADDITIONAL REQ.AMT.	(SG) CS138 ID
BLOCK (2118 CIVIL SERVICE)	(SG) CUMULATIVE TOTAL
BLOCK - HOW REQUEST MEETS STD. (2118; can add only to new lines)	DEPARTMENT
BLOCK - NATURE OF SERVICE (2118; can add only to new lines)	DOC TYPE
COMMODITY CODE (2118; can add only)	END DATE
CONTACT	(SG) NOTE PAD INDICATOR
CS138 TITLE	PREAUTHORIZED
EFF DATE	PRIMARY COMMODITY
EMP. AFFECTED	REQUESTED AMOUNT
FUND	(SG) STATUS
LOCATION OF SERVICE	(SG) UPDATE
9100 NOTE PAD	
NOTICE DATE	
PHONE	(SG) Denotes a system generated field
POS. ELIMINATED	
RE-EMPLOY	
REQUESTED UNDER STANDARD(S)	
REVISED END DATE	
SPS/IC	
UNION/NERE CODE	
VENDOR ID	

MAIN FACS

SELF STUDY

Training Material

8500 Document Cancellation

This screen is accessed from the 8000 Change Order Menu when <F2> is selected. A posted CS138 document can be cancelled using the 8500 Document Cancellation screen.

```
PCHL8500 V4.1          ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY    9:47 AM
LINK TO:                DOCUMENT CANCELLATION

CHANGE ORDER ID: 001CY000022      ACTION IND   : N      EFF DATE : MM/DD/YYYY
CHANGE NO       : 002              INTERFACE TYPE: XX    NOTE PAD : N
DOCUMENT IND    : CS1 CS138 CANCELLATION                SERV DATE: MM/DD/YYYY
DOCUMENT ID     : 001SY004111
DOCUMENT TYPE   : CS  CS-138  REQUEST TO CONTRACT FOR PERSONAL

      CANCELLATION DESCRIPTION
BLOCK > DECISION MADE TO CONNECT TO CITY WATER INSTEAD OF REPAIRING WELL
000   >
OF    >
000   >
      >
FUNCT >
      >
      >
      >
      >

F1-HELP      F2-SELECT  F3-DELETE  F4-BLK FUNC  F5-NEXT
F7-PR BLK    F8-NX BLK  F9-LINK   F10-SAVE    F12-PRINT
G008 - NEXT RECORD FOUND
```

- **Document IND** - 'CS1' is the Document Indicator option to allow the user to cancel a posted CS138
- **Document Type** - 'CS' is for cancelling a CS138
- Enter the Document IND, Document ID and Cancellation Description and press <F10-SAVE>. Post the document. The posting of the Document Cancellation changes the Status of the CS138 to 'CNCL' for cancelled.

MAIN FACS

SELF STUDY

Training Material

8700 CS138 Change Order Inquiry

This inquiry screen is accessed from the 8000 Change Order menu when <F6> is selected. It allows the user to view Change Orders associated with a specific CS138.

PCHL8700 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	11:09 AM
LINK TO:	CS138 CHANGE ORDER INQUIRY	PAGE	01 of 01
CS138 ID: 001SY004022			
<hr/>			
S	CHANGE ORDER ID	SEQ NO	TYPE STATUS
	001CY000005	001	A POST
	001CY000008	002	A POST
	001CY000011	003	5 POST
F1-HELP F2-SELECT F5-NEXT			
F7-PRIOR PG F8-NEXT PG F9-LINK			

Type is A (Advice of Change) or 5 (Document Cancellation).

MAIN FACS

SELF STUDY

Training Material

EDITS AND OTHER CAPABILITIES ON ADPICS SCREENS

CS138 ID Edit - When creating procurement documents, edits for the CS138 ID field will verify that the CS138 ID is valid, has not been denied or cancelled, and is not for special personal services.

CS138 ID Retrieved from BPO - The CS138 ID or predetermined value will pull from the BPO detail screens (2348 and 2349) into the detail lines of the release document.

BPO Edit for Document Type 'BP' - A BPO ID is required if the document type is 'BP' on a Requisition, Direct Purchase Order, Purchase Order, or Direct Voucher.

BPO Commodity Code Look Up for a Release Using a Requisition or Direct Purchase Order - (2109, 2110, 2364, 2365) If the document is released against a BPO, on the detail screen press <F2-SELECT> when the cursor is positioned in the Commodity field. The 2350 Blanket Purchase Order Commodity Summary screen will appear, allowing selection of a BPO line.

CS138 Lookup on Detail Lines - The <F2-SELECT> in the CS138 ID field is available on the detail line of a Requisition (2109 and 2110), Direct Purchase Order (2364 and 2365), Direct Voucher (1809 and 1810), and Blanket Purchase Order (2348 and 2349).

The 3999 CS138 Selection screen will list all predetermined values, and statewide pre-authorized CS138s. The CS138 listing will be sorted in ascending order by Commodity Code and CS138 ID. If the document detail screen has a Commodity ID entered in the field when the <F2-SELECT> is pressed, commodities will be listed beginning with the entered Commodity ID.

<F4-COPY> - The CS138 ID(s) on the detail lines of a copied Requisition, DPO or BPO are not copied to the newly created Requisition, DPO or BPO.

MAIN FACS

SELF STUDY

Training Material

Approval Path Processing

The CS138 will go into the commodity approval path to the Department of Civil Service (DCS), based on the primary commodity code entered on the header. Even though the detail line items can have different commodities, each having different commodity approval paths, the document will follow the approval path of the primary commodity code.

In the case of an emergency CS138, the CS138 document will not route to the Department of Civil Service for approval. A document/document type security (CS/EC) for emergencies requires an agency approval path.

GLOSSARY

Commodity - Any good or service purchased by the State. Each is identified in ADPICS by a commodity code (see NIGP Code).

Contractor - An individual or organization entering into a contract for personal services. For the purposes of this rule, there are two types of contractors:

- a) **Independent contractor (IC)** - An individual contractor or an employee of a contractor who provides personal services and who is not an employee of the State
- b) **Special personal services employee (SPS)** - Contractor who is an employee of a State agency and who is not a classified employee, an exempt employee, or an excepted employee

Contracts with other governmental entities - See Civil Service Rule 7-2

CS138 - Request to Contract for Personal Services to comply with Civil Service Rule 7-2 and Regulation 7.01.

DCS - Department of Civil Service.

Emergency disbursements - See Civil Service Rule 7-8

I - Used to indicate "Independent Contractor" on the CS138 Header Entry screen in the SPS/IC field.

MAIN FACS

SELF STUDY

Training Material

Jurisdictional - Personal services for which the Department of Civil Service has oversight responsibilities.

Mixed disbursements - Contract that authorizes disbursements for personal services that are included with other disbursements if (1) the predominant purpose of the mixed disbursements is not for personal services and (2) the personal services are logically or practically related to the predominant purpose of the mixed disbursements.

NIGP code - National Institute of Government Purchasing, Inc. structure for commodity codes.

Non-jurisdictional - Personal services for which the Department of Civil Service has no oversight responsibilities.

Nonjuris vendor - Non-Profit vendor, a CS138 is not necessary, regardless of whether the service purchased from the vendor is a jurisdictional commodity code. Includes other governmental entities. See Civil Service Rule 7-2.

NOPT - No Post. The document has been saved but not posted to the financial tables.

OFM - Office of Financial Management, Department of Management and Budget.

AS - Acquisition Services, Department of Management and Budget.

Personal services - Work performed for the direct benefit of the state by an individual for compensation.

POST - Posted. This document status indicates final completion of an ADPICS document. Posting generates any accounting transactions associated with the document. Posting also allows the next step in the procurement process to begin. Note: The CS138 does not generate an accounting transaction in RSTARS.

Pre-authorized personal services - See Civil Service Rule 7-7 and Regulation 7.01

Predetermined values - The allowable entries in the CS138 field of procurement documents other than a CS138 ID number. When the cursor is on the CS138 ID field in a procurement document, press <F2-SELECT> to view the valid options.

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SELF STUDY

Training Material

Primary commodity code - The jurisdictional commodity code with the largest dollar amount should be entered as the primary commodity code on the 2117 CS138 Header Entry screen. The primary commodity code and requested amount determine the approval path the CS138 will enter.

PVCH - Partially vouchered document status.

S - Used to indicate "Special Personal Services" (SPS) on the 2117 CS138 Header Entry screen in the SPS/IC field.

Taxpayer identification number - Social security number or a federal employer identification number.

Union/NERE code - One-character codes representing the organization(s) that must be notified when a department requests to contract for applicable personal services. Codes for organizations that need notification are entered on the 2117 CS138 Header Entry screen.

TIPS FOR CS138 AND OTHER PROCUREMENT DOCUMENTS

Tips for CS138 Documents

1. There is no edit between the 'Primary Commodity Code' field on the 2117 CS138 Header Entry screen and the 'Commodity Code' field on the 2118 Detail Entry screen. Users should ensure there is one commodity code on the detail screen that matches the primary commodity code on the header screen, preferably on the first detail line.
2. With CS138 functionality, the document numbering will be generated based on the effective date of the document.
3. It is recommended that users limit their CS138s to 10 or fewer detail lines. Performance problems may be experienced in documents where excessive detail lines exist.
4. FY 2000 CS138 documents created as part of data conversion for the CS138 functionality will have document numbers in the 2000-3999 range. Those created subsequent to the conversion on January 22, 2000 will begin with document number 4000. This allows the user to distinguish between converted CS138s and post-conversion CS138s.

MAIN FACS

SELF STUDY

Training Material

Tips for Other Procurement Documents

1. The 'P/O Title' field on the PO and DPO header screen, and the 'DOC RF NO' on the Voucher and Direct Voucher header screens are available so entries in those fields can be found online or via MIDB for old documents.
2. All procurement documents existing prior to conversion have the predetermined value of 'PRECONVERSN' in the CS138 ID field of detail entry screens where the commodity code on the detail line begins with a '9'. These documents will continue to process and release with no effect. At the agency's option an Advice of Change can be used to change 'PRECONVERSN' to the correct CS138 ID. Contact your agency's CS138 Implementation Coordinator.
3. For procurement documents (Requisitions, Purchase Order, Direct Purchase Order, Blanket Purchase Order, Voucher and Direct Voucher), any detail line that has a commodity code beginning with a '9' will require that either a CS138 ID or a predetermined value be entered in the CS138 ID field.
4. When a commodity code changes from jurisdictional to non-jurisdictional, or from non-jurisdictional to jurisdictional, certain procurement documents may require an Advice of Change to change the value in the CS138 ID field before further processing can occur.